

E M P L O Y E E

B U L L E T I N

EB No.

ENERGY CONSERVATION

1. As the single largest energy user in the Nation, the Federal Government bears the responsibility of leadership in energy conservation. In sharing this responsibility, the Agency has remained responsive to all conservation measures established by the General Services Administration (GSA) in compliance with Presidential directives to conserve precious energy. Past Headquarters Notices and Employee Bulletins have identified major areas having energy savings potential and provided guidelines to assist employees in achieving established energy goals. Through past bulletins, employees have been encouraged to cooperate in the following energy saving procedures:

a. Building temperatures of 78 degrees during the summer and 65 degrees during the winter.

b. Turn off lights and equipment not in use.

c. Use carpools and vanpools to commute to work, coordinate and consolidate trips to other agencies, use conference calls in lieu of traveling

to meetings, and use the Agency shuttle bus service.

d. Close curtains and blinds before leaving at night.

e. Observe the ban on the use of supplemental fans and heaters unless specifically approved.

Requests for use of fans and heaters in the Headquarters Building will be forwarded to the Chief, Headquarters Engineering Branch, RECD/OL, Room 3E24 Headquarters Building, extension [] Requests for use in other Agency buildings will be directed to the Chief, Field Engineering Branch, RECD/OL,

Room 2F09 [] extension []

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2. In addition to the above energy savings measures, GSA has announced a new energy conservation program to begin 1 June 1980 that will require employee participation. The goal of this program is to reduce overall energy consumption by 5 percent based on consumption during Fiscal Year 1979. The program is directed at significant reduction in GSA-owned and operated buildings in the National Capital Region and features the following conservation measures:

- o Setting of building temperatures at 80 degrees Fahrenheit.
- o Turning off air-conditioning equipment prior to the end of the normal workday. (Early equipment

shutdown usually will not adversely affect personal comfort.)

- o Reducing of interior and exterior lighting levels.
- o Reducing overtime (after hours and weekends) air-conditioning operations.

3. The construction of the heating, ventilating, and air-conditioning systems inherently impose limits and inflexibilities on the control and operation of the systems. Extensive room partition reconfigurations, variable sun loads, along with aging and hard-to-maintain equipment, combine with the physical limitations of the system such that it is impossible to maintain a uniform building temperature of 80 degrees. Temperature and humidity levels will differ from one area to another. In areas considered unproductively warm, employees should use discretion and may wear clothing more comfortably suited to particular office conditions (i.e., no coats or ties for men).

4. All employees are encouraged to support these energy conservation measures and continue to seek new and innovative approaches to improve energy efficiency in keeping with the spirit and intent of the Federal energy program and Presidential directives.